

Job Description: Innovation Associate | - Chief Minister's Youth Centres (CMYC)

Meghalaya Project for Adolescent Wellbeing, Empowerment and Resilience (MPOWER)

About the Project

The Government of Meghalaya has conceptualised the Meghalaya Project for Adolescent Wellbeing, Empowerment and Resilience (MPOWER) to improve human capital outcomes of adolescents aged 9-19 years. Through coordinated multi-sectoral interventions, the project aims to enable youth to achieve their full potential, ensuring a successful transition from school to higher education, skilling, and livelihoods.

Under MPOWER, the Chief Minister's Youth Centres (CMYC) serve as community-based learning and engagement spaces across blocks in Meghalaya. These centres provide access to learning resources, skill-building opportunities, mentorship, sports, arts, digital literacy, and community leadership development.

About the Position

The Innovation Associate is the learning catalyst of the CMYC. The Innovation Associate will be responsible for fostering an innovative learning ecosystem within the CMYC, ensuring that young people at the center are able to create their own learning journeys. The Innovation Associate plays the role of a facilitator in this process supporting these learners to identify, define and put efforts towards their own goals. The position will also oversee budgeting, inventory management, coordination with field teams, and daily operations related to learner engagement and innovation activities.

You will:

- Support learners in exploring interests
- Guide hands-on projects and innovation journeys
- Help youth solve real local problems creatively
- Ensure resources, materials, and systems support learning

You will work closely with:

- Community Associate & Centre Team
- Centre Coordinator (MPOWER)
- Field Operations Associates
- Local youth and community partners

This role combines creativity, organisation & mentorship.

What You Will Do

1. Build a Culture of Innovation

- Create a safe environment where youth feel confident to experiment
- Support every learner to identify and work toward a personal learning or skill goal
- Guide learners through:
 - idea generation
 - project planning
 - hands-on execution
 - documentation and presentation
- Facilitate innovation sessions, ideation workshops, demos, and peer learning
- Encourage projects rooted in local challenges and community needs
- Track learner progress and celebrate achievements. Your success is when learners start saying: “Let’s try building it ourselves.”

2. Keep the Centre Learning-Ready

- Support smooth daily functioning of the CMYC
- Maintain learner attendance and participation records
- Coordinate operational needs with Field Operations Associates
- Work with the Centre Coordinator to track centre performance
- Submit regular updates on:
 - learner participation
 - projects started and completed
 - innovation outcomes
 - resource utilisation

3. Plan Smartly - Budget & Resources

- Prepare monthly budget proposals based on learner needs
- Assess material requirements with centre teams
- Review stock availability before planning new activities
- Align budgets with approved activities and learning goals
- Submit proposals to Centre Coordinator for approval

Innovation thrives when resources are planned thoughtfully.

4. Manage Tools, Materials & Inventory

- Maintain updated stock registers
- Track movement of tools, equipment, and consumables
- Conduct periodic stock checks
- Ensure responsible use of materials
- Report damages, shortages, or discrepancies promptly

- Maintain clear documentation of all assets

5. Capture Stories & Learning

- Maintain learner project files
- Document innovation activities and outcomes
- Develop case studies and success stories
- Support photography, videography, and storytelling from the centre

Who We Are Looking For

You may be a great fit if you are:

- Curious and creative
- Comfortable working with young people
- A problem-solver who enjoys hands-on work
- Organised but flexible
- Someone who believes learning happens by doing

Qualifications & Experience

Minimum Qualification: Graduate in any Stream.

Experience:

At least 1 year of experience in:

- youth programmes
- skill development initiatives
- incubation / maker spaces
- community-based learning projects

Skills & Attributes

- Fluency in local language (Khasi / Jaintia / Garo)
- Creativity with efficient use of resources
- Strong problem-solving mindset
- Good facilitation and communication skills
- Documentation abilities (reports, photography, videography)
- Ability to work independently and within teams
- High integrity in financial and inventory management
- Adaptability and proactive approach

Reporting & Location

Reports To: Centre Coordinator

Locations:

Location: CMYCs in Khadarshnong-Laitkroh, Mawkyrwat, Mawsynram, Pynursla, Mairang, Laskein, Umling, Mawphlang, Gambegre, Rongram, Betasing, Samanda, Dadenggre Block.

Travel: Local block-level travel with occasional district meetings

Duration of Engagement

Full-time contractual role under the MBMA/MBDA MPOWER Project.

Initial contract: 1 year, renewable based on performance and project needs.

Remuneration

As per project norms and approvals, based on qualifications and experience.

Number of Vacancies: 05 (may be increased based on need)

Why This Role Matters

Innovation is not about technology alone - it is about confidence.

As an Innovation Associate, you will help young people:

- discover interests,
- build skills,
- solve local problems,
- and believe in their own abilities.

You help turn a centre into a space of possibility.

Application Process

Applications will be accepted through the official recruitment process communicated by the implementing agency. Only shortlisted candidates will be contacted.